



**AVIATION DEPARTMENT**  
**REQUEST FOR INFORMATION (RFI)**  
**for**  
**T-Hangar Development**  
**RFI No. AVI-09092013**

**Issued: September 9, 2013**  
**SUBMISSION DEADLINE:**

**\*\*\*\*\*October 10, 2013 by 1:30PM Local Time \*\*\*\*\***  
***NO LATE RESPONSES WILL BE ACCEPTED***

|  |  |
|--|--|
| <b><u>RESPONSES SHALL BE DELIVERED TO:</u></b><br><br>CITY OF FORT WORTH AVIATION DEPARTMENT<br>4201 N MAIN ST STE 200<br>FORT WORTH, TEXAS 76106  | <b><u>RESPONSES SHALL BE MAILED TO:</u></b><br><br>CITY OF FORT WORTH AVIATION DEPARTMENT<br>4201 N MAIN ST STE 200<br>FORT WORTH, TEXAS 76106   |
| <p>A pre-submittal conference will be held Wednesday, September 18, 2013 at 10:30 a.m. at the Aviation Department Conference Room, Meacham Airport, 4201 North Main St Ste 200, Fort Worth, Texas 76106<br/>*****</p> <p><b>FOR ADDITIONAL INFORMATION REGARDING THIS RFI PLEASE CONTACT:</b><br/><b>Jonnie Huitt – jonnie.huitt@fortworthtexas.gov</b><br/>*****</p> <p><b>RETURN THIS COVER SHEET WITH RESPONSE TO:</b></p><br><br><p><b>Jonnie Huitt</b><br/><b>Property Manager</b><br/><b>Aviation Department</b></p> | <p><b>NAME AND ADDRESS OF COMPANY SUBMITTING RESPONSE:</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p><br><p>Contact Person: _____</p> <p>Phone: (    ) _____ Fax: (    ) _____</p> <p>Signature: _____</p> <p>Printed Name: _____</p> |
| <p>Acknowledgment of Addenda: #1 _____ #2 _____ #3 _____ #4 _____ #5 _____</p>   |  |

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## **REQUEST FOR INFORMATION**

### **1.0 INTRODUCTION**

- 1.1 The City of Fort Worth (City) seeks solutions from qualified respondents through this Request for Information (RFI) on the feasibility of constructing an aircraft T-hangar at a parcel on Meacham Airport. The parcel (hereinafter referred to as the "Parcel") is approximately 0.67 acres of vacant land. The Parcel is located at the East side of Falcon Way W, North of NW 38th Street and is located within the boundaries of Fort Worth Meacham International Airport. The Parcel is considered to be part of the City's Airport System. The Parcel will be leased "AS-IS" with no warranties or representations of any nature, including, without limitation, any representations relating to access or the Respondent's ability to use the Parcel for any intended purpose. The Parcel will be developed to place a T-hangar style structure (approximately 320'x35') on it, including applicable ramp surface to join an existing fifty (50) foot wide taxilane. Existing drainage and sanitary sewer at the site will need to be diverted in order to facilitate construction. Falcon Way between the western portion of the parcel and Gulfstream Road will need to be closed.
- 1.2 This Request for Information (RFI) is issued as a means of discovery and information gathering. This RFI is for planning purposes only and shall not be construed as a solicitation nor shall it be construed as an obligation on the part of the City to enter into any lease agreements. The City may utilize the results of this RFI in drafting a competitive solicitation, a Request for Proposals (RFP) for the parcel's development.
- 1.3 Based on the information provided by the respondents to this RFI, a determination will be made regarding any actual contracting which, at the City's option could include but not be limited to a formal RFP process or the development of the parcel directly by the City.
- 1.4 Participation in this RFI is voluntary and the City shall not pay for the preparation of any information submitted by a respondent or for the City's use of that information.
- 1.5 If the City determines that a ground lease with mandatory improvements would be in the City's best interests, the City will issue a Request for Proposals (RFP) for development of this parcel. Only Respondents to this RFI will be invited to submit a development proposal; proposals will not be accepted from any other entities.

### **2.0 SUBMISSION OF RESPONSES**

- 2.1 Four (4) hard-copy originals, and one (1) compact disc (CD) or USB flash/thumb drive containing all information documents shall be submitted in sealed packages. Organization name and address should be marked on the outside of the envelope. Facsimile transmittals or offers communicated by telephone will not be accepted or considered. Organization information that is not submitted in sealed packages will not be considered.

2.2 Mail or Deliver Responses to the Following Address:

City of Fort Worth  
Aviation Department  
RFI NO. AVI-09092013  
4201 N Main Street, Suite 200  
Fort Worth, Texas 76106

3.0 **DELIVERY OF RESPONSES**

Responses must be received in the City's Aviation Department no later than 1:30 p.m., October 10, 2013. The submitting Respondent is responsible for the means of delivering the response to the location listed in paragraph 2.2 on time. Delays due to any instrumentality used to transmit the Response including delay occasioned by the Respondent or the City's internal mailing system will be the responsibility of the Respondent. Responses must be completed and delivered in sufficient time to avoid disqualification for lateness due to difficulties in delivery. The time and date stamp clock in the City's Aviation Department is the official clock for determining whether submittals are submitted timely. **Late response documents will not be accepted under any circumstances.**

4.0 **PROPRIETARY INFORMATION**

4.1 If a Respondent does not desire proprietary information in the Response to be disclosed, it is required to identify all proprietary information in the Response. This identification will be made by individually marking each page with the words "Proprietary Information" on which such proprietary information is found. If the Respondent fails to identify proprietary information, it agrees that by submission of its Response that those sections shall be deemed non-proprietary and made available upon public request.

4.2 Respondents are advised that the City, to the extent permitted by law, will protect the confidentiality of their Responses. Respondents shall consider the implications of the Texas Public Information Act, particularly after any potential RFP process has ceased and any potential Lease has been awarded. While there are provisions in the Texas Public Information Act to protect proprietary information, where the Respondent can meet certain evidentiary standards, please be advised that a determination on whether those standards have been met will not be decided by the City, but by the Office of the Attorney General of the State of Texas. In the event a request for public information is made, the City will notify the Respondent, who may then request an opinion from the Attorney General pursuant to 552.305, Texas Government Code. The City will not make a request of the Attorney General.

5.0 **COMPLETION OF RESPONSES**

Responses shall be completed in accordance with the requirements of this RFI. Statements made by a Respondent shall be without ambiguity, and with adequate elaboration, where necessary, for clear understanding.

## 6.0 **CLARIFICATIONS AND ISSUANCE OF ADDENDA**

- 6.1 Any explanation, clarification, or interpretation desired by a Respondent regarding any part of this RFI must be requested from Jonnie Huitt, Property Manager, at least fourteen (14) days prior to the published submission deadline, as referenced in Section 3.0 of this RFI.
- 6.2 If the City, in its sole discretion, determines that an explanation, clarification or interpretation is required, such clarification shall be issued in writing. Explanations, clarifications, interpretations, corrections or changes to the RFI made in any manner other than writing are not binding upon the City, and Respondents shall not rely upon such explanations, clarifications, interpretations, corrections or changes.
- 6.3 Requests for explanations or clarifications may be faxed to the Aviation Department at (817) 392-5413 or emailed to [jonnie.huitt@fortworthtexas.gov](mailto:jonnie.huitt@fortworthtexas.gov). Emails and Faxes must clearly identify the RFI Number and Title.
- 6.4 Any explanations, clarifications, interpretations, corrections or changes to this RFI will be made by addendum. Sole issuing authority of addenda shall be vested in the City of Fort Worth Aviation Department. Respondents shall acknowledge receipt of all addenda within the responses.

## 7.0 **WITHDRAWAL OF RESPONSE**

A representative of the company may withdraw a response at any time **prior to** the RFI submission deadline, upon presentation of acceptable identification as a representative of such company.

## 8.0 **RFI SCHEDULE**

- 8.1 **Tentative** Schedule of Events: The dates below represent an estimated timeline and are subject to change:

|                              |  |
|------------------------------|--|
| RFI Release Date             | September 9, 2013                          |
| Pre-submittal Conference     | September 18, 2013, 10:30AM (Local Time)   |
| Deadline for Questions       | September 25, 2013, 5:00 PM (Local Time)   |
| City's Response to Questions | October 3, 2013, by 5:00 PM (Local Time)   |
| Responses Due                | October 10, 2013, by 1:30 PM (Local Time)  |
| Responses Evaluated          | October, 10, 2013 through October 17, 2013 |
| Decision to Launch RFP       | October 24, 2013                           |

## 9.0 **COST INCURRED IN RESPONDING**

All costs directly or indirectly related to preparation of a response to the RFI or any oral presentation required to supplement and/or clarify a solution which may be required by the City shall be the sole responsibility of and shall be borne by the participating Respondents.

## 10.0 **UNAUTHORIZED COMMUNICATIONS**

Respondents' contact regarding this RFI with employees or officials of the City other than the Aviation Department Property Manager may result in disqualification from this procurement

process. Any oral communications are considered unofficial and non-binding with regard to this RFI.

#### 11.0 **OVERVIEW AND REQUESTED INFORMATION**

- 11.1 Please refer to Section 1.0 for specifics and overview of the parcel. Please provide recommendations for maximum use of space of the parcel including amount of T-hangar bays available and dimensions.
- 11.2 Please provide information on the firm's qualifications and ability in designing and constructing aircraft hangars including:
  - 11.2.1 History and experience of the firm in designing and constructing aircraft hangars
  - 11.2.2 Number of hangars designed and constructed by the firm
  - 11.2.3 Hangar Size and Bay Recommendations
  - 11.2.4 Recommendation for existing drainage and sanitary sewer at the site that needs to be diverted in order to facilitate construction
  - 11.2.5 Recommendation for the closure of Falcon Way between the western portion of the parcel and Gulfstream Road

#### 12.0 **RESPONSE FORMAT AND ORGANIZATION**

This section outlines the general conditions under which the RFI submittal shall be made as well as instruction on how to prepare and submit the offering to the City. The proposal must be organized and must contain, as a minimum, all listed items in the sequence indicated:

**Section A:** Table of Contents

**Section B:** Responding Organization's Name and Address

**Section C:** Summary and General Overview

**Section D:** Hangar Size and Bay Recommendations

**Section E:** Recommendation for existing drainage and sanitary sewer at the site that needs to be diverted in order to facilitate construction

**Section F:** Recommendation for the closure of Falcon Way between the western portion of the parcel and Gulfstream Road

**Section G:** Other Possibilities/Recommendations

**Section H:** Prior Experience/Qualifications/Financial Fitness

Failure to provide a response in the format indicated, or without the required information may result in the immediate rejection of proposal submittal. Respondents should describe how each requirement is met.

**Attachment A – Photos of Site Location**



View to the East, Falcon Way visible on South side, proposed to be closed for outlined hangar development. Existing ramp visible on North side.





View to the East, Falcon Way visible on South side, proposed to be closed for outlined hangar development. Drainage area needing diversion to the South visible in center of photo. Existing ramp and existing t-hangars visible on North side.





View to the West, Falcon Way visible on South side, proposed to be closed for outlined hangar development. Drainage area needing diversion to the South visible in center of photo. Existing ramp and existing t-hangars visible on North side.



View to the West, Falcon Way visible on South side, proposed to be closed for outlined hangar development. Drainage area needing diversion to the South visible in center of photo. Existing ramp visible on North side.





Yellow= Approximate Size of Parcel

Blue= Approximate Location of City Sanitary Sewer Line intersecting Parcel\*

\*Accuracy of the above exhibit is not guaranteed and is no substitute for professional engineering and formal utility locates